

Federal Agencies Centralized Trial Balance System (FACTS) Guidance

In preparation for the FY 1999 FACTS Report and Notes, and in anticipation of Treasury Fund Manual (TFM) Transmittal Letter which is expected to be published late in July 1999, we recommend that the following steps be taken to ensure validity, accuracy, and timeliness of data submitted:

1. Adjustments to FY 1998 FACTS

Any adjustments to post-closing FACTS and audited financial statements should be forwarded to OFPA by June 15, 1999 to ensure that Treasury will have the correct FY 1999 beginning balances for DOC Balance Sheet accounts. Please pay particular attention to SGL accounts 3100 (Unexpended Appropriation) and 3310 (Cumulative Results of Operations). Prepare journal vouchers for the adjusting entries using the format presented in **Exhibit 1**. **Exhibit 2** provides you with a blank copy of the journal voucher.

2. Updating the MAF

OFPA should be apprised of any change, deletion, or addition to the Master Appropriations File (MAF) by August 31, 1999 so that the MAF can be updated. Inaccurate appropriation/fund symbols will cause the FACTS submission to be rejected by Treasury's GOALS system. Missing MAF items must be explained later to Treasury during the FACTS Data Verification process.

3. Compliance with Treasury I TFM 2-4000

Every year, Treasury revises its Treasury Financial Manual (TFM) Volume I, Part 2-4000 and the changes will be reflected in the TFM Transmittal Letters. It is imperative that FACTS preparers be up-to-date with the changes to I TFM 2-4000 and follow the latest guidelines as established by Treasury. *FACTS preparers must use valid SGL accounts with the appropriate attribute (G or N or None), and identify trading partners(s) for the 'G' attribute.*

4. Intra-Bureau and Intra-Commerce Balances

Intra-bureau and intra-Commerce balances are to be identified by the 'G' attribute and the '13' trading partner. Bureaus should report each "G" account with a different trading partner on a separate line.

5. FACTS Submission

FACTS data must be submitted within the following restrictions:

- a. One Adjusted Trial Balance per appropriation/fund symbol.
- b. No duplication of a same SGL account with the same attribute, except for accounts with the 'G' attribute which can be repeated with a different trading partner.

Attachment E

- c. SGL accounts with attribute 'G' must have a trading partner.
- d. Amounts must be rounded off to the nearest dollar (whole dollar).
- e. Total debits and credits must equal '0'. In order to achieve a **real** '0' balance, FACTS preparers must use function @ROUND(cell#,0) for Lotus spreadsheets and =ROUND(cell#,0) for Excel spreadsheets. Do not use FORMAT function. Use SGL 3320 to post the difference and to balance the ATB.
- f. All SGL accounts used must appear on the SGL chart of accounts in I TFM 2-4000, Appendix 2.
- g. Refer to I TFM 2-4000, Appendix 2 for applicable attribute 'G' or 'N'.

6. FACTS Data Verification

It is imperative that your FACTS data reconcile line by line to your audited financial statements. However, there are some differences in format between FACTS and the Financial Statements Form and Content that may prevent an exact match up; in this case consult the cross-walk presented by Treasury in the TFM I 2-4000.

Please call Diem Nguyen at (202) 482-0831 with any questions relating to this attachment.

Attachment E, Exhibit 1

AGENCY PROPOSED ATB CHANGES AND ADJUSTMENTS

ATB: 13 54 4417
(8 digit fund entity code)

Adjusting journal entry

SGL (G,xx,N)	Trading Partner	Debit Amount	Credit Amount	Reason for Adjustment
1350 N		81,000		To reclassify "Other Assets" to "Loans
1990 N			81,000	Receivable"
Totals		<u>81,000</u>	<u>81,000</u>	

Adjustment Prepared by: _____

Date: _____

Adjustment Approved by: _____

Date: _____

TO BE COMPLETED BY FMS

DO NOT USE THIS SECTION

Journal Voucher # _____

Hyperion Control # _____

Received By: _____

Date: _____

Approved By: _____

Date: _____

Input By: _____

Date: _____

Posted By: _____

Date: _____

Comment: _____

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Totals				

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